



Position Available
Judicial Assistant

Michigan Supreme Court, Office of Justice Joan L. Larsen

Justice Joan L. Larsen seeks Judicial Assistant applicants for her Lansing chambers at the Michigan Hall of Justice to begin in September 2016. Justice Larsen's Judicial Assistant performs a variety of administrative duties to assist in the operation of her office in a confidential and professional manner. These duties include maintaining and coordinating her appointment calendar; opening, processing, and drafting correspondence; organizing and maintaining electronic filing systems for Supreme Court cases; maintaining materials for speeches and events; serving as liaison to other Justices' offices, Court staff, and the public; serving as Justice Larsen's personal assistant; and maintaining the library within the chambers. The chambers environment is collegial and supportive, with excellent resources and workspace. Justice Larsen's judicial assistant must be able to work collaboratively but must also be independent, organized, and able to work autonomously. The position is full time (40 hours per week).

EDUCATION AND EXPERIENCE:

Associate's degree in legal administration or related area and three or more years of legal administrative experience preferred. Experience with Microsoft Office required. Working knowledge of legal terminology preferred. Candidates with a JD are encouraged to apply; applicants with a JD will have the opportunity to do legal work in addition to administrative duties.

WORK LOCATION:

Michigan Hall of Justice, Lansing, Michigan.

TO APPLY:

Please send your cover letter and resume in Word© or Adobe© to rowlandb@courts.mi.gov. To be considered, e-mail a single PDF file [file named: yourlastname, yourfirstname.pdf] that includes:

- A cover letter describing your background, work experience, career goals, and interest;
- A resume;
- List of three references, including at least two who can speak to legal or legal administrative work.

POSTING DEADLINE:

Applications will be received on a rolling basis; however, you are urged to submit your materials as soon as possible.

AN EQUAL OPPORTUNITY EMPLOYER